

# ROCKY MOUNTAIN REGION REQUEST FOR EXPENDITURE (RFE)

\_\_\_\_\_  
DATE OF REQUEST

## VENDOR INFORMATION

\_\_\_\_\_  
VENDOR NAME

\_\_\_\_\_  
MAKE CHECK PAYABLE TO

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
AMOUNT

\_\_\_\_\_  
CITY/STATE/ZIP

## PURPOSE OF EXPENDITURE

## APPROVAL

\_\_\_\_\_  
REQUESTED BY

\_\_\_\_\_  
LOCAL APPROVAL

\_\_\_\_\_  
DATE FUNDS WILL BE NEEDED

\_\_\_\_\_  
DATE APPROVED

**Submit RFE to Director of Finance for expenditures not less than 20 days before required disbursement. Requests in excess of \$250 require approval by Region Finance Committee.**